

GRADUATE INTERNATIONAL STUDENT BOOKLET

This Booklet Contains:

- Graduate Admissions Policies & Procedures
- Financial Information
- Graduate Degrees
- Immigration Regulations
- General Requirements
- Estimate of Expenses
- Sponsor's Guarantee Form

Introduction

This packet provides general information about Lee University for students applying from countries other than the United States. Lee University welcomes applications for admission from all countries.

If you apply to Lee University, it is important to complete the application well in advance of the proposed date of entry to the United States.

Accreditation

Lee University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097; Telephone number is 404-679-4501) to award bachelor's degrees and master's degrees.

General Information

Lee University is a comprehensive Christ-centered university with an enrollment of more than 5,000 students. Lee is a fully accredited liberal arts institution with bachelor degrees available in more than 50 majors and more than 120 programs of study, as well as 51 Master's degree programs. Lee is the third largest of Tennessee's 34 accredited private colleges and universities. Cleveland is a city of about 41,000 people, and is located in east Tennessee, thirty miles northeast of Chattanooga (metro population of more than 500,000 people). The climate is moderate, with average temperatures ranging from 29 degrees Fahrenheit in winter to about 90 degrees Fahrenheit in the summer.

A Note from the Vice President for Enrollment

Greetings from the United States! Thank you for your interest in Lee University, and I am excited that you are exploring the possibility of becoming a student here!

Please read this entire Graduate International Student Booklet, as you will find information that will be very helpful in the application process. In addition, I encourage you to review the Lee University website on the Internet at www.leeuniversity.edu. We have committed an entire section to the international application process, and I believe you will find it very beneficial.


Thank you once again for your interest in Lee and please feel free to contact the Office of Graduate Enrollment if you have any questions.



Cordially,



Vice President for Enrollment

Graduate Admissions Policies and Procedures

To apply for admissions to  University, the following materials must be submitted to the Office of Graduate Enrollment:

1. Completed application form.
2. \$25.00 U.S. dollars nonrefundable application fee. Checks drawn from overseas banks are not accepted. International money orders are suggested.
3. Official records of post-secondary academic work. All academic records and other credentials must be accompanied by an **official English translation**. An official evaluation from World Education Services (WES) or J. Silny Inc. may also be required.
4. The official language at  University is English. A TOEFL (Test of English as a Foreign Language) score must be officially reported by the Education Testing Service if the applicant is from a non English-Speaking country (Lee University's institutional number is 1401). The TOEFL is given frequently at centers around the world. Further information can be obtained online at www.toefl.org. A minimum score of **61** (internet) on the test is required for admissions consideration.
5. Financial Statement. A sponsor's guarantee form and bank statement, documenting that there is sufficient financial resources for two semesters of study including travel expenses. This is a **United States government regulation** that is strictly enforced by  University. Financial Aid is not available to international students due to this requirement. A signed Estimate of Expenses form, which is provided in this packet, is also required.
6. A housing deposit of \$200.00 U.S. dollars is required to reserve a room on campus.

No action will be taken on application until all required documents have been received. Applicants should submit paperwork well in advance of the date of entry. The I-20 visa will be sent with the acceptance letter after all the paperwork has been approved.

Graduate Degree Offerings

Master of Arts in Teaching
Master of Arts in Biblical/Theological Studies
Master of Arts in Ministry Studies
Master of Business Administration (MBA)
Master of Education
Educational Specialist
Master of Music – Conducting (Choral or Wind)
Master of Music – Music and Worship
Master of Music – Music Education
Master of Music – Performance
Master of Science in Athletic Training
Master of Science in Higher Education Administration
Master of Science in Holistic Child Development
Master of Science in Marriage and Family Therapy
Master of Science in Marriage and Family Studies
Master of Science in School Counseling



Immigration Regulations

The United States Citizenship and Immigration Services (USCIS) is a part of the United States Department of Homeland Security. The USCIS is responsible for enforcing the U.S. Immigration Law and regulations. While you are in the United States as a nonimmigrant, there are certain regulations of which you must be aware. The information presented here will help you understand these regulations and enable you to maintain your legal status.

The USCIS office having jurisdiction over the Cleveland area is located in Memphis, Tennessee; however, it is usually unnecessary for a student to personally visit the USCIS office. The International Admissions Advisor does not work for the USCIS; she works for the university. As a university employee she will be your liaison with USCIS. All Visa and Immigration questions should be directed to Renee Williams at rwilliams@leeuniversity.edu or 423-614-8518.

TRAVEL DOCUMENTS WITH WHICH YOU SHOULD BE FAMILIAR

Passport

Passports should be kept valid for at least six months into the future. Your passport can be renewed by an official of your home country consulate in the United States.

U.S. Visa

Stamped in the passport booklet by a U.S. Consular officer abroad, the visa indicates the period during which a visitor may enter the United States and the number of entries permitted. The stamp may only be obtained outside the U.S. The date on the visa stamp does not govern the length of time the visitor may remain in the U.S. after entering.

Form I-94

U.S. Customs and Border Patrol maintains records of student's arrival and departure. The form I-94 can be printed through the CBP website at www.cbp.gov.

Form I-20

When a student has been admitted to a college or university in the U.S., a Form I-20 (Certificate of Eligibility) is issued. The student presents the Form I-20 to the U.S. Consular Office to obtain an F-1 visa. The I-20 must be signed before the student exits the U.S. in order for re-entry to be permitted. This form should not be surrendered when leaving the U.S. for a temporary absence.

FINANCIAL INFORMATION

Costs

Before admission can be granted, an applicant must provide proof of sufficient funds for the first twelve months of enrollment. The required amount for the current school year is:

| | Per Semester | Per Academic |
|------------------------------|---------------------|-----------------|
| Maintenance Fees and Tuition | \$8,845 | \$17,690 |
| Books, Supplies, etc. | \$600 | \$1,200 |
| Meals | \$1,885 | \$3,770 |
| Average Dorm/Room | \$2,135 | \$4,270 |
| Transportation/Personal | \$1,750 | \$3,500 |
| | Total Budget | |
| | \$15,215 | \$30,430 |

Note: This is a relatively conservative estimate for a student who budgets carefully and will be sharing living quarters with another student. These amounts do not take into account such expenses as recreation, telephone services, local travel, personal items, or automobile expenses.

Deferred Payment Plan

There is a \$100 fee for this service. Any full-time, on-campus student desiring to participate in the university deferred payment plan is **required to pay a \$6,568 downpayment at registration** or **50% of the total semester bill for an off-campus student** and the balance of the semester charges in two equal payments as follows:

Fall Semester

First Payment by September 30

Second Payment by October 31

Spring Semester

First Payment by February 28

Second Payment by March 31

Housing

A \$200 deposit is required to reserve a room. Room assignments are made based on date of receipt of housing deposit. Graduate students are not required to live on campus, but must submit an off-campus application to the Office of Residential Life. Students desiring to live on campus must complete and submit a Residence Hall Application along with a \$200 room deposit. <http://leeuniversity.edu/residential-life>.

Food Service

University offers a complete dining service with several locations on campus. The menu is posted monthly.

GENERAL REQUIREMENTS

Upon Arrival to the United States

You must bring all of your travel documents to the Admissions Center when you arrive on campus. Copies will be made of all this information in case they are lost or damaged.

Full Course of Study

Immigration regulations require students in F-1 status to complete a full course of study during each fall and spring semester. Students are not required to register for classes during the summer session. A full course of study for a Graduate student is at least 9 semester hours.

Passport Validity

Immigration regulations specify that the passport be kept valid six months into the future. The passport can be renewed by the embassy of your home country. Letters certifying enrollment in the university are available from the Office of Student Records. I-20s are not issued for passport renewal.

Travel Outside the United States

International students who travel out of the United States must have all of their immigration paperwork in their possession. This includes a valid visa, passport and I-20 form. The I-20 form must be signed by a Designated School Official prior to departure. This should be done at least one week before travel.

Employment

Immigration regulations prohibit off-campus employment of any kind. There are certain occasions when this work may be authorized. Students should communicate with the Admissions Office if interested. F-1 students are allowed to work up to twenty hours per week in an on-campus job.

Practical Training

Work experience related to your course of study may be authorized under certain conditions. This must be approved by the Designated School Official and the U.S. Department of Homeland Security.

An International Student is in violation of status if he is not enrolled full-time each semester, if he fails to obtain an extension of stay (if required), if he does not receive permission to transfer to schools, or if he works off-campus without authorization.

University Admissions

Attention: International Student Coordinator
P.O. Box 3450 ~ Cleveland, TN 37320-3450
www.leeuniversity.edu

Email: admissions@leeuniversity.edu
Phone 423-614-8500 / Fax 423-614-8533

ESTIMATE OF EXPENSES Fall and Spring Semesters

| | Per Semester | Per Academic Year |
|------------------------------|-----------------|-------------------|
| Maintenance Fees and Tuition | \$8,845 | \$17,690 |
| Books, Supplies, etc. | \$600 | \$1,200 |
| Meals | \$1,885 | \$3,770 |
| Average Dorm/Room | \$2,135 | \$4,270 |
| Transportation/Personal | \$1,750 | \$3,500 |
| Total Budget | \$15,215 | \$30,430 |

NOTE: For families, please add \$4,000 for a Spouse, \$2,500 per dependent

The dollar figure listed above seems to be adequate for most international students; however, these figures will vary according to the student's living accommodations, special fees incurred for different majors or services, and individual money management ability.

I _____, certify that I have read and understand the above financial statement. I further certify that I have financial resources to adequately cover the above costs during the **entire period of my stay** in the United States. Documentary evidence showing my means of support is enclosed (Sponsor's Guarantee Form and bank statement).

Signature

Date

No action can be taken on your application until this form is received.

Sponsor's Guarantee Form

University has no financial loans for graduate international students. Students must therefore show sources of funding for all expenses during their entire period of study. Students who will not be able to cover their expenses are advised not to apply for admission. Please complete this form accurately. **NO FAXES OR PHOTOCOPIES WILL BE ACCEPTED.** **PLEASE COMPLETE A, B, OR C AND PROVIDE ORIGINAL BANK STATEMENT OF SUPPORT. One or more of the following support sources must be indicated with a check in the box provided.**

A. PERSONAL FUNDS

I am providing a currently dated and signed letter (original) from my bank verifying the amount available to me from my own funds. Additionally, I am verifying in the attached bank statement that I have available for the first two semesters, US \$4,000 for my spouse and US \$2,500 for each child in addition to the US \$30,430 for myself as a student.

Signature _____ Date _____

B. SPONSOR (S)

Sponsor's Name: _____ Relationship to the applicant: _____

Sponsor's Address: _____

Provide a currently dated and signed letter (ORIGINAL) from your sponsor's bank verifying the amount of his/her funds.

The following is to be signed by your sponsor(s):

I, _____, promise to provide all educational (tuition, fees, insurance) and living expenses for _____, during his/her entire period of study at University and certify that I have sufficient funds to cover the minimum cost of the first two semesters at University's verification, **I am providing the applicant with a certified bank statement in English, showing my current balance on deposit of at least \$30,430.** If the applicant plans to bring his/her spouse and/or children, I will also provide full financial support for them for the duration of the student's education at Lee University. Additionally, I am verifying in the attached bank statement that I have available for the two semesters, US \$4,000 for his/her spouse and US \$2,500 for each child, in addition to the US \$30,430 for the student.

Signature of Sponsor(s) _____ Date _____

Important: Attach original or certified bank statement in English

C. YOUR GOVERNMENT

Print name of agency: _____

Enclose with this form an original and currently dated documentation of your award. This letter must state that you are authorized to pursue your degree at University and the amount of your award.

D. OTHER

Please attach explanation of source.

If you are bringing dependents, please complete the table below. Total number of dependents _____

Estimated Costs per Academic Year

Below are minimum amounts that one student can expect to incur. These amounts are subject to change without notice. Annual increases can be anticipated.

| | |
|-------------------|----------------|
| Tuition and Fees | \$17,690 |
| Books | \$1,200 |
| Meals | \$3,770 |
| Average Dorm/Room | \$4,270 |
| Personal Expenses | \$3,500 |
| | \$30,430 total |

| Last Name | First | Middle | Date of Birth (M/D/Y) | Place of Birth | Relationship to Student |
|-----------|-------|--------|-----------------------|----------------|-------------------------|
| | | | | | |
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You must be familiar with the regulations of your government for sending money to the United States and arrange to have necessary funds available at the beginning of each semester.